



ACHIEVEMENT IN MONTANA

Quick Reference Guide

EDITING STUDENT INFORMATION

FINDING A STUDENT

Select a **School** from the **Selection Toolbar**.



From the **Index**, expand the **Census** folder by clicking on the plus (+) sign.

Select the **People** option.

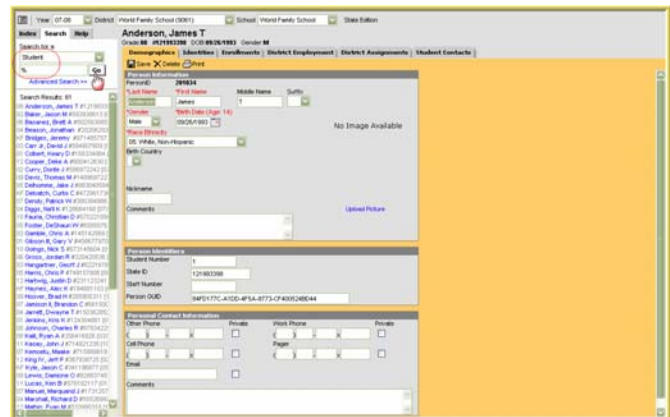


The **Census** search screen will appear.

Select **Student** from the **Search for a:** box.

Type the name of a student (for a specific search) or type a percentage (%) symbol (for a generic search), and click **GO**.

Select the name of a student.





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EDITING STUDENT DEMOGRAPHICS

Select the **Demographics** tab.

Last Name, First Name, Middle Name, Suffix, Gender, Birthdate, Race Ethnicity, Nickname and Local Student ID (Student Number) can be modified from this screen.

Click **Save** to keep changes.

***Note:** Modifications to *First Name, Last Name* should only be made for spelling errors. Legal Name changes should be made on the **Identities** tab.

(See QRG: *Changing Identities*)





EDITING STUDENT INFORMATION

EDITING STUDENT ENROLLMENTS

Select the **Enrollments** tab.

Place the cursor in the enrollment record to be modified and click.

Fields that can be modified are *Grade Level*, *Start Date*, *Start Status*, *End Date*, *End Status*, *Dropout Reason*, and *Service Type*. *Start Comments* and *End Comments* may be added.

If a student is a dropout, or his/her whereabouts are unknown, enter a 300 level *End Status* code.

If a 300 level *End Status* code is entered for a student, a *Dropout Reason* code must also be entered.

DO NOT enter a *Dropout Reason* code for any other *End Status* code

If a student has left for a period of time, then re-enrolled, or changes grade level at any time during the year, a new enrollment record will need to be created.

Enter the student's *End Date* and *End Status* for the prior enrollment (if you have not done so already).



EDITING STUDENT INFORMATION

EDITING STUDENT ENROLLMENTS

Click **New**. Enter the **Start Date** and **Start Status** code for the new enrollment. **Start Comments** may also be entered.

Open the **State Reporting Fields** folder by clicking on the plus (+) sign.

Enter/update program participation information for the student.

The **Sort By** field is used to designate an additional level or sorting (e.g. classroom, teacher, etc) for CRT test labels (the field is optional).

Open the **Special Ed Fields** folder by clicking on the plus (+) sign.

Enter/update Special Education information for the student.

Once all of the information is entered, click **Save**.



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EDITING STUDENT ENROLLMENTS

Click on the **Programs** tab.

To enter a new program (Job Corps or Early Intervening Services) click **New**.

To edit an existing program, click on the program name.

Enter *Start Date* or *End Date* as appropriate.

Click **Save**.

